

# Quotation Request //

## US Government Printing Office

Chicago Regional Printing Procurement Office  
200 North LaSalle St., Suite 810  
Chicago IL 60601-1055

**JACKET:534-599**

### Quotations are Due By:

(Eastern Time) 11:00 AM on 10/31/2008

Submit Fax Quotes to: (312) 886-2057

**Contractors must provide mandatory taxpayer information before GPO makes payment.**

**Please see special notice on <http://contractorconnect.gpo.gov/>.**

**TITLE:** BROWN KRAFT

**QUANTITY:** 69002 Kraft envelopes

**TRIM SIZE:** 5- 3/4 x 9-1/2"

### **SCHEDULE:**

Furnished Material will be available for pickup by 10/31/2008

Deliver complete (to arrive at destination) by 11/14/2008

F.O.B. destination

**QUALITY LEVEL:** 4 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

### **DESCRIPTION:**

The above quantity is approximate and the government reserves the right to increase or decrease the quantity by up to 3,000. Exact quantity will be furnished with Purchase Order. Billing adjustment due to quantity change will be made at the contractor's "additional" rate.

Envelope printing two sides on body, and flap, black ink only. Construction: Open side, side seams with gummed flap. Contractor to typeset 9 lines of type and 2 rules, No logo. (Face - Return Address 5 lines on face, 1 rule First line Bold) (Back - 3 lines, 1 rule on Flap, 1 line on bottom centered)

**MATERIAL FURNISHED:** Contractor to pickup at GPO. GPO to Fax Purchase Order and copy of sample of envelope for manuscript to Contractor.

GPO "VERIFICATION OF DELIVERY" form. Contractor MUST complete this form and fax to GPO Chicago, Attn: Rudy Fernandez, WITHIN 24 HOURS OF DELIVERY. Failure to follow this procedure may result in delayed payment after invoicing.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code\* V10, (Golden shade) Kraft Envelopes, Basis Size 17 X 22" Basis Weight 28

**COLOR OF INK:** Ink Must Contain a Minimum of 20% Vegetable Oil  
black

**PRINT PAGE:** Head to Head

**MARGINS:** Follow Copy Sample.

**PROOFS:** Fax proof proofs will be withheld not more than 0 days.

Government to receive in contractor's plant. Contractor must not print prior to receipt of an 'OK to print'.

Page proof showing type and layout to: 312- 575- 5515 Attn: Fletcher Chapman

Proofs are due on or before 11/05/08 and will be withheld not more than 1 workdays from receipt by the Agency to call to contractor for pickup. Contractor must not print prior to receipt of 'OK to Print'. Notify Gina Reece @ 312-353-3916 x 18 on day proofs are to deliver. Do not print prior to receipt of an OK to print.

1 set of fax content proof, provided direct to plate is used to produce the final product). At contractor's option, Proofs must be created using the same Image that will be used to produce the product. Proofs shall

not be pasted up), imaged face and back, showing trimmed and folded to the finished size of the product.

**PACKING:**

Box in units of 500. Pack suitable per shipping container.

**DISTRIBUTION:**

Note: Dock Restrictions: Delivering vehicles must be less than 40' total length and less than 13' tall

Deliver 69,000 envelopes to:

Social Security Administration, GLPSC, HWSSC

600 W. Madison St.

Chicago, IL 60661-2474

Attn: Flechter Chapman, OSU FS

312-575-5522

Deliver 2 samples to:

GPO

200 No. La Salle St. Suite 810

Chicago, IL 60601

Attn: Chuck Szopo

(Clearly mark label- Samples and with Jacket #)

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

(a) Printing Attributes -- Level 4.

(b) Finishing Attributes -- Level 4.

Inspection Levels (from ANSI-ASQC Z1.4):

(a) Non-destructive Tests - General Inspection Level I.

(b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

Attribute	Specified Standard
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P-7. Type Quality and Uniformity	OK'd Proof
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**DEPARTMENTAL QUALITY SAMPLES (blue label):** The following sampling plan will be employed for selecting to be determine. Include with original delivery to the agency address listed in the specification above.

1. Divide the entire lot into 200 sublots.
2. one copy from each subplot. Do not choose copies from the same general area in each subplot.
3. Sign and date the selection certificate and pack it with the inspection samples and a copy of these specifications.

Random selected samples must be packed separately and identified by a Government-furnished blue

colored label which is to be affixed to each container. The random sample copies must be recorded separately on all shipping documents. The random inspection samples constitute a part of the total quantity ordered; no additional charge will be allowed.